

長庚大學電機工程學系碩士班研究生修業規定（107 學年度入學適用）
Standards and Requirements for Master Degree Program
（For 2018 Academic Year）

107/08/30 課程委員會會議通過

一、本規定依照「長庚大學學則」訂定之。

General

Department of Electrical Engineering in Chang Gung University (denoted as ‘the department’ below) made the following requirements based on the "**Student Standard and Requirements of Chang Gung University**"

二、碩士班修業期限

一般生以一至四年為限不得延長，在職進修研究生未修滿應修科目、畢業學分或未完成學位論文者，得申請延長二年。

Duration of the master's program

Duration of a student's master program must be between one to four years and can't be extended. For students who possess a full-time job during the master program and have not finished all the requirements for graduation, the duration may be extended up to a total of six years per the department's approval.

三、兼職與獎助學金

1. 以一般生身份入學之研究生，不得在校內外兼職。
2. 以在職進修身份入學之研究生及領有專任薪俸者，不得兼領教學獎助學金，但參與研究計劃之研究津貼則不在此限。
3. 領有教學獎助學金之研究生，需負擔本所安排之助教性質工作。

Part-time job and assistantship

1. Graduate students enrolled as full-time students are not allowed to have a part-time job on or off campus.
2. Graduate students who possess a full-time job and receive a full-time salary shall not apply for or receive teaching assistantship except for research stipend from a research project.
3. Graduate teaching assistantship recipients shall conduct assistance assignments arranged by the department.

四、選擇指導教授

1. 研究生須於入學後第一學期二週內選定論文指導教授(附件一)，其論文指導教授應由本所教授、副教授或助理教授擔任。
2. 學生在進行論文中不得任意變更論文指導教授，如因故確須更換者，必須以書

面向本所申請，再經原指導教授或所務會議通過後方可更換。研究生更換指導教授以一次為原則，更換指導教授時間需為每年一月底或六月底，請填寫工學院研究生更換指導教授申請表(附件二)，並需於更換指導教授滿一學期後始可提出學位考試申請。

Advising

1. All graduate students must have the advisor decided within the first two weeks after enrollment(Appendix I). A master advisor (denoted as advisor below) must be a full professor, an associate professor, or an assistant professor of the department.
2. During the dissertation study, students are not allowed to change the advisor; if must, students should submit a paper-based application to the department and such change must be approved by the original advisor or the departmental meeting. Application for mentoring alternation must be submitted to the department at the end of either January or June, he/she may submit “Application Form for changing academic advisor, College of Engineering (Appendix II) “，and application for graduation cannot be submitted within one semester after the mentoring alternation. Mentoring alternation is limited to once only.

五、修習學分

1. 研究生至少須修滿 24 學分（不包含學報討論、專題研究以及論文），其中需包含本組選修 9 學分。
2. 研究生選修他校之課程應經指導教授及所長同意後，並依「長庚大學校際選課實施辦法」辦理。
3. 碩士班新生，如其大學部所選修之研究所課程未計入大學畢業學分時，可在入學第一學期加退選截止日前提出學分抵免申請，但最多以抵免 6 學分為限。

Courses and credits

1. Students must complete at least 24 credits in total and at least 9 credits from the enrolled group, excluding seminars, research project and dissertation credits.
2. Students must obtain the approval from their advisors or the director of the department if they wish to take courses from other universities. The cross-university courses must comply with the ‘Cross-university course taking rules of Chang Gung University’.
3. If a student has taken graduate-level courses that were not accounted for undergraduate graduation requirements, he or she may submit an application for those courses to be counted as part of the graduation requirement before the deadline of adding or dropping courses in the first semester of enrollment. The maximum of those credits is six credits.

六、英文能力檢測之完成

1. 學生應於畢業論文口試前完成，由各系所成立審查委員會審查，不符合者不得提出畢業論文口試申請。
2. 英文通過標準：

碩士生入學後第一學年結束前，需通過以下至少一項之英文檢定，通過之標準如下：

- iBT 托福 61 分（含）或同等級舊制托福（CBT 托福 173 分（含）、PBT 托福 500 分（含））
 - 全民英檢（全民英檢中高級初試）
 - 多益測驗（TOEIC）600 分（含）
 - IELTS（International English Language Testing System）5 級（含）或 FLPT 平均成績 65 分（含）
3. 若於入學前已參加以上英文檢定並達通過標準者，可免參加檢定，請填寫英文能力檢核表（附件三）並提供相關證明文件。
4. 凡入學後第一學年結束前，曾參加英文畢業門檻所規定之各項校外英檢考試乙次，而成績未達畢業門檻標準者，請填寫英文能力檢核表（附件三）並提供相關證明文件，得報名參加校內英文檢定並適用替代標準辦法，細部執行辦法與本校大學部學生之英文畢業門檻規定相同。

Language Proficiency Test

1. All students must meet the requirements of language proficiency before their dissertation defenses.
2. Students must pass one of the following language proficiency tests by the end of the first academic year.
3. The minimum requirements of language proficiency test:
 - Students may use one of these test scores to meet the requirements: (1) TOEFL iBT above 61, or TOEFL CBT above 173 or TOEFL PBT above 500 (2) TOEIC above 600 (3) IELTS above 5.0 (4) FLPT above 65.
 - If the student has passed the language proficiency test before admission, the English proficiency requirement can be waived. To waive this requirement, students have to submit the English proficiency test check list as in Appendix III and supporting documents in order to request the approval of waiver.
4. After the first academic year in the master's program, if the student has attended the English proficiency test but failed to pass it, he/she may submit the proficiency test check list as in Appendix III and supporting documents in order to request to attend the on-campus English proficiency test. The substitution requirements also apply to those students, as the exact rules are identical to the English proficiency requirements for undergraduate students of Chang Gung University.

七、學位考試資格審查

1. 學生於修滿規定學分後，且達最低修業年限時，得於當年所務會議決定的「研究生學位考試申請截止日」前，填妥申請表格，附上論文初稿與符合下列三項

初審標準之一的證明文件，經指導教授簽名後向本所提出「學位考試資格審查」初審之申請。初審通過者，由本所安排學位考試（即論文口試）相關事宜。

- (1) 論文被國、內外期刊或會議接受，且為論文第一作者（扣除指導教授）：交付已發表之論文抽印本（論文已發表），或論文原稿與接受函（論文已接受但尚未發表）。
- (2) 執行本校技合處或研發處登記在案之產學案，且執行內容與論文一致：交付產學案結案報告及參與證明，並註明本校登記案號。
- (3) 論文內容屬長期學理或技術發展、或初期發展階段尚不宜發表：交付指導教授應允於下年度結束前（延遲一年）發表論文之說明函，並經本所審查通過者。

2. 未通過「學位考試資格審查」者，得於下一學期重新提出申請。

Degree Qualification Examination

1. After the graduate student has obtained the required credits and met the minimum requirement of years of enrollment, the student may apply for the first review of the qualification of degree examination, which is the dissertation defense. To apply for this review, the student has to submit the application form signed by the advisor, a dissertation draft, and one of the following three documents of proof. If the student passes the review, the department will arrange for the dissertation defense.

[1] A paper that is first-authored by the student (excluding the advisor). This paper has to be already either accepted or published by a journal or a conference, either international or domestic. If the paper is published, the reprint has to be submitted. Otherwise, the manuscript and the acceptance letter must be submitted if the paper has been accepted but not published.

[2] If the student has participated in an industry-university cooperative research project that is registered with the Office of Technology Development and Industry Liaison or the Administrative Office of Research Affairs of Chang Gung University, the student may use the final report of this project and the proof of participation as a graduation requirement. The project registration number should be noted.

[3] If the paper's content is not suitable for immediate publication because it is a long-term theoretical or technical development or still in the early-phase study, the student should submit a letter from the advisor to promise for the publication before the end of next academic year (with a delay of one year). This letter must be approved by the student's department.

2. For those who fail to pass the review of degree exam qualification, a new application may be filed at the following semester.

八、學位考試

碩士學位考試依「長庚大學碩、博士學位考試實施細則」之規定，學位考試及格並修滿規定學分者始准予畢業。碩士論文書寫方式中、英文皆可，但均須含

中、英文摘要。

Degree examination

The degree examination is held according to the “Graduate degree examination rules of Chang Gung University”. The degree will be granted after the credit requirement is met and the passage of the degree examination. The master’s thesis can be written either in Chinese or in English, but the abstract must be in both Chinese and English.

九、逕行修讀博士學位審查作業

相關事項依「長庚大學碩士班研究生逕行修讀博士學位規定」辦理。

Direct persuasion of the PhD degree

The direct admission to PhD program (from the master program) is administered according to the “rules of direct admission to PhD program for master students in Chang Gung University”

十、其他

本規定於所務會議通過後實施；修改後亦同。本規定由通過時該學年度之新開始實施。其他未盡事宜，依「長庚大學學則」規定辦理。

Other notes

This regulation will become effective after approved by the department. The same procedure applies to the revision of this regulation.

All other matters that are not mentioned here shall be handled according to the regulations of Chang Gung University.

長庚大學碩士班研究生論文指導教授同意書 (附件一)

Chang Gung University

Department of Electrical Engineering (Appendix I)

107 電機系研究生入學選擇指導教授使用

(For the admitted EE master students in 2018)

Application Form for the Advisor of Master Thesis

電機工程學系碩士班研究生

擬撰論文

【 論文題目 (中文) 】
【 論文題目 (英文) 】

_____ (Student's name) is planning to perform her/his master thesis entitled below.

【 Thesis title (Chinese) 】

【 Thesis title (English) 】

本人同意指導之。

To Chairman of the Department of Electrical Engineering, I agree to advise the master thesis of the above student.

此致

研究所 (組) 主任

指導教授 (Advisor)

(簽章 Signature)

年 月 日 Year/Month/Day

*附註：一、本表填妥後，請於 9 月 30 日前交至系辦公室存查。

二、選擇指導教授原則請參考電機系碩士班修業辦法規定。

*Notes：

1. Please submit the completed form to EE office by 30th September.
2. Please follow the requirements for graduate degree programs when you decide the advisor.

研究生姓名 (Name)		學號 (Student ID number)	
實驗室分機 (Laboratory extension)		手機號碼 (Mobile phone number)	
報考組別 (Group)		☐ 甄試生 (Recommended Admission)	☐ 考試生 (Examined admission)
常用 E-mail	(此信箱為系所辦公室聯繫學生重要通知的信箱，請務必填寫清楚，若有更改請立即通知系辦公室) (Please verify your email address. The important information will be announced through this email address.)		

長庚大學工學院研究生更換指導教授申請表 (附件二)
Application form for changing academic advisor,
College of Engineering (Appendix II)

經 104.10.7 工學院院務會議通過

Approved by College of Engineering, October 7, 2015

Application Date: _____ (year), _____ (month), _____ (day)

表格請依次序簽核 This form should be completed/signed in the designated order

所 別 Academic Unit		申請人 Applicant		學 號 CGU ID	
1、申請理由 Reason for change					
2、原論文題目（中、英文） Original thesis topic (in both Chinese and English)					
3、研究生履行義務 Obligations from the applicant	一、更改指導教授以一次為限。Change of advisor is limited to only one instance during his/her entire study duration in CGU (including advancing from MS into PhD program or any transferring between programs). 二、本人同意放棄原已提出通過審查之論文計畫書，並須於成立後半年後始可重新提出論文計畫書審查考試。I agree to forfeit the original thesis proposal that fulfilled the committee evaluation in my original lab. A new thesis proposal will be submitted at least 6 months from now and is subject to the new committee evaluation. 三、本人已交接原指導教授指導下所獲得之相關研究資料、手冊、論文資料及實驗器械等。I have returned all documents, manuals, equipment/instruments, and data related to thesis work in my original lab. 四、本人放棄原本進行之研究題目、研究內容及相關資料（如所附清單），並由新指導教授確立新研究題目且需徵得原指導教授同意。I agree to forfeit the originally established thesis topic, research contents and data those worked with my original advisor as attached. A newly proposed thesis topic with my new advisor will be subject to the approval from my original advisor. 五、本人若要發表由原指導教授指導所獲得之研究成果時，需徵得原指導教授同意。I agree to obtain the approval from my original advisor if I ever need to publish any research results obtained under the guidance of my original advisor. 六、本人若使用原指導教授之原創想法或原創技術（如所附清單）時，需徵得原指導教授同意。I agree to obtain the approval from my original advisor if I ever need to adopt any thinking or techniques originally created from my original advisor (see attached list). 七、本人若為碩班學生，並擬繼續進修博士學位，亦需履行上述義務。The above rules apply to my subsequent PhD study, if there is any.			研究生 簽 章 Signature from the applicant 年 月 日 Year Month Day	

4、原指導教授簽章 Signature from the original advisor		年 月 日 Year Month Day
5、所長簽具意見 Comments and signature from program director		年 月 日 Year Month Day
6、新論文題目（中、英文） New thesis topic (in both Chinese and English)		
7、新指導教授簽章 Signature from the new advisor		年 月 日 Year Month Day
8、原指導教授簽章 Signature from the original advisor		年 月 日 Year Month Day
9、所長簽章 Signature from program director		年 月 日 Year Month Day

- 有關研究生履行義務事項，若有爭議，由系所交付學術委員會仲裁之。若違犯上述規定之研究生，無論是否取得學位，將報請學校依相關規定懲處。
For any disputes regarding above mentioned rules, the department will forward the case to the department academic discipline committee to intervene. Any violation from the applicant will result in penalties according to CGU regulations, regardless the degree has been awarded or not.
- 上述第三項所附之「原本進行之研究題目、研究內容及相關資料」以及「原指導教授之原創想法或原創技術清單」係由研究生與/或原指導教授提出，其內容需經原指導教授、新指導教授與所長三方討論並簽名（第 7, 8, 9 項）確認後始生效。 The attached list from the 3rd item above (“the originally established thesis topic, research contents and data those worked with my original advisor” and “any thinking or techniques originally created from the original advisor) was firstly proposed by the student and/or original advisor, which is subject to discussion and revision as the process goes. It only becomes official after being agreed by putting the signatures from the original advisor, new advisor and program director on this form in items # 7, #8 and #9.
- 若違犯上述規定之指導教授，則依照教學研究服務考核規定中、以教學重大違規事項計算，扣積分一至十分，有違背學術倫理情節重大者另依相關法規議處。 Any violation from the involved advisor(s) will be considered a major flaw in teaching performance and will result in penalties of 1 to 10 points towards promotion. Violations in academic ethics and integrity, if there is any, will be subject to further penalties based on related regulations.
- 表單流程：申請人→原指導教授→所長→新指導教授→原指導教授→所長→所辦公室(副本申請人) Paper work flow: applicant→Original advisor→director→new advisor→original advisor→director→administrative office (carbon copy to applicant)

● 新舊對照說明：

1. 加註英文翻譯。
2. 原第三項「原論文題目」提前至第二項，原第四項「研究生履行義務」提前至第三項，原第六項「原指導教授簽章」提前至第四項，目的在於確實獲取原指導教授同意後，才進行新指導教授之聯繫與後續移交事宜。
3. 第三項第三款新增「研究內容及相關資料（如所附清單）」，第五款新增「原指導教授之原創想法或原創技術清單」，目的在於確認原指導教授受保護之項目。
4. 原第七項「所長簽具意見」提前至第五項，目的在由主管確認與原指導教授申請更換實驗室相關程序皆完備後，才進行與新指導教授之相關資訊確認。
5. 原第二項「新論文題目」延後至第六項，原第五項「新指導教授簽章」延後至第七項。
6. 新增第八項「原指導教授簽章」，目的在確認由新指導教授訂定之新研究題目已徵得原指導教授同意。
7. 新增第九項「所長簽章」，目的在確認新舊指導教授均同意並完成轉換程序。
8. 新增「更改指導教授以一次為限」。
9. 新增「原指導教授之原創想法或原創技術清單」之說明。
10. 所有簽名欄位加註日期。
11. 增加表單流程。

長庚大學工學院碩士班研究生英文能力檢核表 (附件三)

English proficiency test check list for Master student of College of Engineering,
Chang Gung University (Appendix III)

107/08/30 課程委員會會議通過

申請日期： 年 月 日 Date:

碩士班研究生基本資料 Master student Basic Information	所別 Dept		
	學號 Student ID		
	姓名 Name		
	指導教授 Advisor		
	入學年月： 年 月 Date of Enrollment(Y) (M)		
	聯絡電話 Telephone	手機 Cell：	
		實驗室分機 Lab：	
	E-MAIL		
英文能力檢測項目 (通過標準詳見備註一) English Proficiency Test*		檢定日期 Test Date	檢測成績 Grade
☐ iBT 托福 ☐ CBT 托福 ☐ PBT 托福 ☐ 全民英檢 GEPT ☐ 多益測驗 (TOEIC) ☐ IELTS(International English Language Testing System) ☐ FLPT			
審查結果 Result		☐ 通過 Pass ☐ 未通過校外英文能力檢測，需參加並通過校內英文檢定 Fail. On-campus English proficiency test required.	
審 查 人 員 簽 名 Reviewer's signature			
所 長 簽 名 Dean's signature			

備註

- 一、碩士生畢業前須具備下列英文檢定標準之一：iBT 托福 61 分或同等級舊制托福 (CBT 托福 173 分、PBT 托福 500 分)、全民英檢 (全民英檢中高級初試)、多益測驗 (TOEIC) 600 分、IELTS(International English Language Testing System) 5 級、FLPT 平均成績 65 分。
- 二、電機系碩士班一年級學生請於碩一下學期 8/31 前繳交校外英檢資料至系辦【請併附：1.本表 2.檢測成績單或校外英檢報考影本，俾利審查委員審查】。
- 三、未通過校外英文能力檢測，需參加並通過校內英文檢定 (適用大學部替代標準辦法)。
- 四、表單流程：碩士生→系辦公室→審查委員→所長→系辦公室

Note:

1. English proficiency test standards: TOEFL iBT 61, CBT 173, PBT 500, GEPT intermediate level, TOEIC 600, IELTS 5.0, FLPT total average 65.
2. Master students should submit the English proficiency test application form and test result before August 31st. **【 Documents include:1. Appendix III ; 2.Detect Transcripts or application for off-campus English proficiency test 】**
3. Students who fail the test are required to take the on-campus English proficiency test.
- 4.Application procedure: Master student→Dept office→committee members→Dean's office→Dept office

長庚大學工學院外籍研究生英文能力檢測實施方案

2015.07.22 院務會議通過

2016.9.14 院務會議修訂

English Proficiency Assessment for Foreign Students College of Engineering, Chang Gung University

一、訂定長庚大學工學院外籍研究生英文能力檢定方法及通過標準。

To establish regulations for assessing English proficiency for foreign students receiving their professional academic degrees (MS and PhD) from Chang Gung University.

二、依據長庚大學工學院碩士班研究生英文能力檢測實施方案，學生畢業前至少需通過一項下列英文能力檢定 – iBT TOEFL 61, CBT TOEFL 173, PBT/ITP TOEFL 500, 全民英檢中高級初試，TOEIC 600, IELTS level 5, FLPT 筆試平均 65 分。依據長庚大學工學院博士班研究生英文能力檢測實施方案，學生畢業前至少需通過一項下列英文能力檢定 – iBT TOEFL 69, CBT TOEFL 193, PBT/ITP TOEFL 523, 全民英檢中級初、複試及中高級初試, TOEIC 700, IELTS level 5, FLPT 筆試總分 240 分及口試 S-2+。

Master degree candidates need to take and pass any of the following tests – iBT TOEFL 61, CBT TOEFL 173, PBT/ITP TOEFL 500, passing first-stage GEPT High-Intermediate, TOEIC 600, IELTS level 5, FLPT average 65. PhD degree candidates need to take and pass any of the following tests – iBT TOEFL 69, CBT TOEFL 193, PBT/ITP TOEFL 523, passing first- and second-stage GEPT Intermediate, and first-stage GEPT High-Intermediate, TOEIC 700, IELTS level 5, FLPT total 240 in written and S-2+ in oral.

三、外國學生入學時(或在學期間)已參加以上英文檢定並達通過標準者，請填寫英文能力檢核表(附表一，及檢附相關證明文件)並繳交系所備查，以利確認其英文能力符合通過標準。

For those who already met the abovementioned criteria when admitted to CGU or during their study in CGU, please fill out form #1 (attaching related test certificate of document) and send to their program administrative office for validation.

四、曾自英語系國家取得前一個學位，或英語列為該國官方語言之外籍生無需提出抵免，視同已符合英文畢業門檻，請填寫英文能力檢核表(附表一)並繳交系所備查。

Students whose latest degree was from English-speaking countries (English is used as a medium of instruction) or students were from countries where English is the official language are exempt from the named English proficiency tests. Students qualifying the above criteria please fill out form #1 and send to their program administrative office for validation.

五、其他國籍之外籍生可提出申請，經面試通過得提出抵免。

Other foreign students who wish to waive the named English proficiency tests may file a petition for a committee to orally assess their English proficiency.

- 六、面試作業每學期舉辦 1 次，第 11~12 週為申請時間，第 15~16 週排定面試時間，外籍生入學第一學期起即可填具長庚大學工學院外籍生英文能力審查表(附表二)向所屬系所提出申請。

The evaluation will take place once in every semester. Starting the first semester since their enrollment, candidate students may fill out the petition form (attachment form #2) and submit to their program administrative office between the 11th and 12th academic weeks in either the fall or spring semester. A committee meeting will be held between the 15th and 16th academic weeks to interview the applicants.

- 七、參加上述面試評估未獲通過者得再次申請。

Students who failed in the oral assessment may apply for a second chance.

- 八、參加評估兩次均未獲通過之碩士班學生，需依原規定進行英文能力檢定。

For those master students who failed in both attempts, he or she needs to comply with the standards as posted above (to take and pass any of the following tests – iBT TOEFL 61, CBT TOEFL 173, PBT/ITP TOEFL 500, passing first-stage GEPT High-Intermediate, TOEIC 600, IELTS level 5, FLPT average 65).

- 九、參加評估兩次均未獲通過之博士班學生，需依原規定(長庚大學工學院博士班研究生英文能力檢測實施方案)進行英文能力檢定，或申請參加工學院核定之英文加強課程【進階英文寫作課程：上下學期各 2 學分 2 小時】且成績均達 80 分以上。

For those PhD students who failed in both attempts, he or she needs to comply with the standards as posted above (to take and pass any of the following tests – iBT TOEFL 69, CBT TOEFL 193, PBT/ITP TOEFL 523, passing first- and second-stage GEPT Intermediate and first-stage GEPT High-Intermediate, TOEIC 700, IELTS level 5, FLPT total 240 in written and S-2+ in oral), or take the two courses “Advanced English Writing (1)” and “Advanced English Writing (2)” and pass both with a grade no less than 80 points.

- 十、本方案經工學院院務會議通過，呈院長核定並送教務處核備，修訂時亦同。

This document is finalized in the executive meeting of College of Engineering, approved by the College Dean and acknowledged by the Office of Academic Affairs.

附表一(Attachment Form #1)

長庚大學工學院外籍研究生英文能力檢核表

Checklist for the assessment of English proficiency for foreign students

College of Engineering, Chang Gung University

申請日期 Date: ____ (dd) ____ (mon) ____ (year)

研究生姓名/國籍 Name / Nationality		學號 CGU Student ID	
系所名稱 Program Name		攻讀學位 Degree Sought	☐ 碩士 MS ☐ 博士 PhD
聯絡電話 Contact Numbers	手機(mobile): _____ 分機(lab ext): _____	指導教授 Advisor Name	
英文檢測項目與通過成績(請附證明文件) Name of the authorized English proficiency test and passing score (Please attach official certificate or related documents)			
指導教授簽名與日期 Advisor Signature and Date		____ (dd) ____ (mon) ____ (year)	
審查結果 Validation Result		☐ 通過 Validated ☐ 不通過 Denied 備註 Notes:	
系所學術委員會召集人簽名與日期 Program Academic Affair Committee Chair Signature and Date		____ (dd) ____ (mon) ____ (year)	
所長簽名與日期 Program Director Signature and Date		____ (dd) ____ (mon) ____ (year)	

1. 碩士生通過標準 Master degree candidates need to take and pass any of the following tests – iBT TOEFL 61, CBT TOEFL 173, PBT/ITP TOEFL 500, passing first-stage GEPT High-Intermediate, TOEIC 600, IELTS level 5, FLPT average 65.

2. 博士生通過標準 PhD degree candidates need to take and pass any of the following tests – iBT TOEFL 69, CBT TOEFL 193, PBT/ITP TOEFL 523, passing first- and second-stage GEPT Intermediate and first-stage GEPT High-Intermediate, TOEIC 700, IELTS level 5, FLPT total 240.

3. 表單流程：申請人 → 指導教授 → 所辦公室 → 所學術委員會 → 所長 → 所辦公室 (副本申請人)

Paper work flow: applicant → advisor → administrative office → academic affair committee → director → administrative office (carbon copy to applicant)

附表二(Attachment Form #2)

長庚大學工學院外籍研究生英文口試申請表

Petition for the oral assessment of English proficiency for foreign students,
College of Engineering, Chang Gung University

申請日期 Date: ____ (dd) ____ (mon) ____ (year)

學生姓名/國籍 Name / Nationality		學 號 CGU Student ID	
系所名稱 Program Name		攻 讀 學位 Degree Sought	☐ 碩士 MS ☐ 博士 PhD
聯絡方式 Contacts	手機(mobile): _____ 分機(lab ext): _____ Email: _____	☐ 首次申請 1 st attempt ☐ 再次申請 2 nd attempt	
指導教授簽名與日期 Advisor Signature and Date	____ (dd) ____ (mon) ____ (year)		
以下欄位申請者不用填寫，請空出第 15、16 週時間以利安排口試 (時間將另行通知) Applicant please leave blank below this line. Please reserve the 15 th and 16 th week for arranging the assessment meeting with the committee (exact date and time will be announced later).			
口試日期 Exam date	____ (dd) ____ (mon) ____ (year)	地點 Exam venue	
總 平 均 成 績 Average score		結果 Decision	☐ 通過 Passed ☐ 不通過 Failed
召集人簽名 Convener Signature		備註 Note	
考試委員簽名 Committee Signatures			
所長簽名與日期 Program Director Signature and Date	____ (dd) ____ (mon) ____ (year)		

表單流程：申請人 → 指導教授 → 所辦公室 → 院辦公室(評審委員會) → 所辦公室 → 所長 → 所辦公室(副本申請人)

Paper work flow: applicant → advisor → program administrative office → college of engineering (assessment committee) → program administrative office → program director → program administrative office (carbon copy to applicant)